

Application & Approval for Student Out-of-Town Trips/Events

1) Parents Complete:

Student _____ Teacher _____ Grade _____

Travel Destination _____

Date(s) student will be absent from school: _____

I hereby signify that the above student will be with me during this period of absence from school and will follow listed conditions for approval. I understand that my child will miss valuable class time during this absence and that there is no adequate way to make all missed academic work including class discussion, group work, and experiments. I am aware that requests for a maximum of up to five days may be excused during the school year. Additional school days missed beyond the maximum five will be unexcused.

Parent's Signature: _____ Date _____

2) Homeroom teacher complete:

Conditions for Teacher Approval:

The student can academically withstand the absence Yes _____ No _____

_____ The attached assigned material is to be complete and turned in upon the student's return to school.

_____ Missed academic material will be given to the student upon return to school. A maximum of four days will be given for the material to be completed and submitted to the teacher for credit.

Additional Comments:

Teacher – Approved Teacher – Not Approved Date

3) Teacher or Secretary complete:

Days absent _____ # of times tardy _____ # of early dismissals _____

Have any other trips been taken: _____ Number of days: _____

4) Principal complete:

Principal – Approved Principal – Not Approved Date

_____ Days will be excused _____ Days will be unexcused